

**INDIANA  
WORKFORCE  
DEVELOPMENT**



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An Equal Opportunity Employer

**TO: Grant Recipients and Administrative Entities**

**FROM: Bruce F. Kimery  
Assistant Commissioner/Controller**

**DATE: January 9, 1997**

**SUBJECT: DWD COMMUNICATION C97D-2150  
Authorized Signature and Depository Records**

**PURPOSE: The purpose of this communication is to update Authorized Signature/Depository records of Indiana's grant recipients that receive Employment and Training funds from the Indiana Department of Workforce Development.**

**RESCISSION: None**

**CONTENT: The grant recipients need to notify the Department of Workforce Development in writing as soon as any additions, changes, or deletions occur to their Signature and Depository record files.**

**EFFECTIVE DATE: Immediately.**

**ENDING DATE: None.**

**ACTION: All Grant Recipient are to follow/use the attached instructions/ forms in update submissions to DWD of Authorized Signature and Depository Records. Should you have questions or need to confirm the information currently contained in your Authorized Signature/ Depository Record Files, please contact your grant accountant. All changes, corrections, or updates to DWD Grant Recipient Authorized Signature/Depository Record files should be forwarded to DWD, attention Bill Clark, Grant Accounting Supervisor.**

**Enclosures:**

**BFK/BC/er  
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